



EMRS QUICK REFERENCE GUIDE

The EMRS Quick Reference Guide is provided to help users easily access, and navigate through the new EMRS Data Entry System. The release of the new EMRS was done in conjunction with a redesigned EMRS web page. The new web design incorporates a “portal” concept and integrates multiple phases of maintenance data collection analysis and report generation into a single web page. The EMRS Portal is designed to provide the NWS with a single source for field level maintenance data and a focal point for conducting day-to-day maintenance data collection.

Accessing the EMRS

To access the EMRS Data Entry System go to the EMRS web page located at:

http://ops13web.nws.noaa.gov/pls/emrsuser/emrs_main.home

Once you are on the EMRS web page navigate to the EMRS Web Portal Portlet, located in the middle of the web page. A portlet is a rectangular box which allows access to web applications and links. When you double click on the “Enter the EMRS Portal” link, a password dialog box appears asking for your user name and your password.

- **Enter your username.**
- **Enter your password.**
- **Click “ok”.**

***Note:** If you don't have a user name and password contact the EMRS Group for assistance at 301-713-1892.

You have now entered the EMRS Portal. The EMRS Portal provides single password access to various maintenance data collection applications and information. This Quick Reference Guide provides instructions for the use of the EMRS maintenance data entry application. To access the data entry system, navigate to the EMRS Portlet, located in the center of the EMRS Data Entry System page.

The EMRS Portlet contains links to:

- **Maintenance Request** - Used to initiate a maintenance request.
- **Maintenance Reporting** - Used to document maintenance and system administration activities.
- **Blank WS Form A-26** - Used only if the Data Entry System is unavailable.

Access the Maintenance Request application by clicking on the “Maintenance Request” link. When you click the link the maintenance request form will appear. Enter the required information (identified by red asterisk) and click the submit button.

Access the Maintenance Reporting application by clicking on the “Maintenance Reporting” link. When you click the link you will be prompted to provide additional log-in information by navigating through a series of dialog boxes.

- **Enter your Last Name.**
- **Your WFO (or Office Site Identifier) will automatically populate.**

Once you enter this information, hit “ok”. When your name appears in the next dialog box, click “ok” again. If your name is not found in the EMRS database, the system will prompt you for additional information prior to granting you access. After your successful login the system will check the EMRS database for A-26 records “on-hold” for your WFO (office). All “on-hold” records will be displayed in an A-26 Document Summary Screen. If your site has no “on-hold” records, a dialog box will appear saying “no records found.” When you click “ok” a blank A-26 Data Entry Screen will appear. The EMRS Data Entry Screen operates similar to other Windows applications. The screen includes:

- Title Bar
- Menu Bar
- Data Entry Text Boxes
- Pull Down Data Entry Boxes
- Radio Buttons
- Quick Access Buttons
- Keyboard Shortcuts

Working with the Menu Bar

A Menu is a list of related commands that you use to perform tasks. The EMRS Menu Bar contains single action items. You select an item and it provides that function. The only exception is the Preference Function, which brings up a dialog box. Some of the items on the EMRS Menu Bar include:

- New A-26
- Commit A-26
- Place on Hold
- Delete A-26

Working with the Command Buttons

Many of the Data Entry Screens contain buttons, which allow you to accept or reject the changes you’ve made in a dialog box, get help, or access other related features. They are located at the top or bottom of the screen. To select a command button, simply click it. An example of some of the buttons are the submit, reset and cancel buttons.

Working with Hot Keys

Hot Keys enable you to select commands without using the menus. They generally combine the Alt, Ctrl, or Shift key with a letter key (such as W). Some of the Hot Keys used in EMRS include:

Help	Alt+H
New A-26	Alt+N
Retrieve A-26	Alt+R
Delete A-26	Alt+D
Detail Report	Alt+p
Summary Report	Alt+S
Quick Query	Alt+Q
Detail Query	Alt+l
Current A-26	Alt+A
Exit System	Alt+x

Switching Between Open Forms

EMRS allows a user the ability to have more than one window open. The following are the ways to navigate between forms:

- Use the quick access buttons.
- Use the menu items.
- Use the status bar, at the bottom of the screen.
- Use the arrow keys.

Searching for A-26 Records

EMRS allows you to query the database to get A-26 data. You can search for A-26 Records in two ways:

- **Quick Query**
- **Detail Query**

The Quick Query allows you to query the EMRS database by selecting a particular item. For example:

- WFO
- Program
- Equipment Code

Once the information is entered hit **Execute Query**, and the system will process the query. The results of your query will be displayed on an A-26 Document Summary Screen.

The Quick Query menu bar also gives you the option to:

- Start a New A-26
- Detail Query
- Set Preference
- Access Help

The Detail Query function works in the same way as the Quick Query, except that it gives you more criteria to search by. This allows a user to narrow the scope of the query.

A-26 Document Summary Screen

The A-26 Document Summary page allows a quick view of the A-26 records in the EMRS database. You can view 12 records at once.

Document No	WFO	SID	Equip	SN	Open Date/Time	Close Date/Time	Ack Date	Pri	TM	AT	How Mal	Op	Status
RWV21004000	RWV	SPCW4	H85C		10/04/2002 09:00		10/04/2002	2			DRH		ON HOLD
RWV21005001	RWV	DEY	ABVY		10/05/2002 10:48			1			AEM		SUBMITTED
RWV21005000	RWV	DEY	ABV		10/05/2002 12:47			2			RR		SUBMITTED
RWV21007000	RWV	SPCW4	H85C		10/07/2002 18:18			2			MLC		SUBMITTED
RWV21008000	RWV	RWV	RPO		10/08/2002 01:09			2			JB		SUBMITTED
RWV21008002	RWV	CPWV2	EPO		10/08/2002 06:30		10/08/2002	2	E	A	999		ON HOLD
RWV21008003	RWV	CPWV4	BS3		10/08/2002 08:05		10/08/2002	2	E	A	999		ON HOLD
RWV21008004	RWV	CPWV2	JHFR		10/08/2002 13:00		10/08/2002	2	E	A	999		ON HOLD
RWV21010000	RWV	BYO	AACU		10/10/2002 08:45			1			DAL		SUBMITTED
MNT20305090	RWV	RWV	RDA	82-098				4	E	M	999		ON HOLD
MCD10920199	RWV	RWV	RDA	82-095				4	M	M	999		ON HOLD
MCD10920200	RWV	RWV	UCP	AA39291801				4	M	M	999		ON HOLD

Program: FACILITIES
Operator Comments: INFO NEEDED FOR WSH NWR GENERATOR DATABASE
Technician Comments: include not generator

Record 1 of 35 is DELETED

Buttons: New A26, Retrieve A26, Go to A26 Form, Exit System

Viewing Records on the Screen

1. Scroll Bar - Appears along the right edge of the window. Use this to see other records on the page.
2. Arrow Keys - The arrow keys located on the keyboard will also allow you to view other records on the page.
3. Select a Specific Record - To see a specific record in more detail, use your mouse to double click on the record.

The records on the A-26 will appear in a spreadsheet format showing:

- Document Number
- WFO
- SID
- SN
- Equipment
- Open Date/Time
- Close Date/Time
- Acknowledge Date
- Priority
- TM
- AT
- How Mal
- Op Initials
- Status
- Program
- Technician Comments
- Operator Comments

The menu bar on the **A-26 Document Summary** screen gives other options.

- New A-26
- Retrieve A-26
- Delete A-26
- Detail Report
- Summary Report
- Quick Query
- Detail Query

The Command Buttons at the bottom of the page include:

- New A-26
- Retrieve A-26
- Go to A-26 Form
- Exit System

Starting a New A-26 Record

There are different ways to initiate a new A-26 record. Select “Maintenance Request” or “Maintenance Reporting” from the EMRS portlet.



- **Maintenance Request** - Once a user logs in and submits a Maintenance Request form, the information submitted then generates a new A-26 record.
- **Maintenance Reporting** - Once a user logs in, a new A-26 record can be initiated by using the menu bar or clicking on the command button labeled “New A-26.” Both of these options are available on most screens.

***Note:** If a site doesn’t have any A-26 records on hold they are directed to the Quick Query Screen. From the Quick Query Screen new A-26 records can be initiated from the menu bar.

Navigating Around the A-26 Form

Navigating around an A-26 form is similar to navigating around most other Windows applications.

You can:

- Use the tab key.
- Use the mouse.

However, you can not use the “enter” or “arrow” keys as a method of moving from one data entry field to the next.

Entering Data into the A-26 Form

Entering data into the A-26 form is similar to most other Window’s applications. You use the tab key or mouse to select the appropriate data entry box and then enter the required information.

There are various methods to enter data into the EMRS Data Entry Screens including:

- Data Entry text Boxes
- Data Entry Pull Down Boxes
- Time Span Data Entry Fields
- Date/Time Data Entry Fields

Entering into the Data Entry Text Box

A Data Entry Text Box provides a place to input the required information into the data entry form. Follow these steps:

- Use the mouse to click inside the box.
- Begin typing your data.

Entering Data into a Pull Down List Box

The Pull Down List Box is a single-line list box with a pull-down arrow button to the right of it. When you click the arrow, the pull-down list box opens to display a list of choices.

- Use the mouse to click on the arrow to reveal the choices.
- Click your choice.
- Hit “ok”.

Entering into the Date/Time Fields

Entering data into the Date/Time Fields is similar to other Window’s applications. You can use the mouse or tab key to navigate to a specific field and type your data.

The date field also offers a calendar, accessible via a pull down arrow. If you choose to type the date in, you must enter all four digits of the year (i.e., mm/dd/yyyy or mm-dd-yyyy).

Entering into the Time Span Fields

Once you position the cursor inside a Time Span Field using the mouse or tab key, the time can be entered in two formats. The formats are hh:mi or hhmi (i.e., 14:30 - which uses a 24 hour clock).

Closing Forms and Dialog Boxes

Depending on what task is being performed, Forms and Dialog Boxes can be closed in a number of ways.

- Hit cancel.
- Hit submit or ok, to process an entry - thus closing a form.
- Hit the close button, indicated by a “x” on the right side of the title bar.

Exiting the EMRS

To exit EMRS click the “x” located in the title bar on the far right side of the menu bar or click on the command button labeled “Exit the System.”

